KSIS & More

Happy Holidays
from your KDE School Data Services friends

Back row: Michael Spence, Linda Burton, Jessi Carlton, Raymond Carter, Janice Harris Front row: Margalee Conlee, Shale Detwiler, DeDe Conner, Becky Jenkins, Ericka Jenkins, Candy Johnson, Lisa Keeter, Mandy Schramm, Ryan Adcock and, not pictured, Matt Coffey

Infinite Campus thanks KDE and Kentucky districts for 10 years!

The Dec. 7-8 Interchange@KY 2017 will commemorate the Infinite Campus – Kentucky 10 year anniversary with special gifts, great prizes and informative sessions! See the KSIS Training page for more information.

Campus client executives asked to share a personal note of thanks:

"I would like to thank Kentucky for a great 10 years. Our partnership has enjoyed many successes and I am privileged to work alongside KDE and our Kentucky districts. I look forward to our upcoming Interchange. Ten years is a significant accomplishment and we plan to celebrate!"

Mike Mock | Sr. Client Executive

"Thank you Kentucky Department of Education and all 173 school districts for partnering with Infinite Campus over the last 10 years. Together we have made this a very successful implementation! It has been my honor to work with you to build a strong partnership and I look forward to strengthening it over the next 10 years. Please join us at the 2017 Interchange to celebrate our success."

Lisa Rhoton | Sr. Client Executive

KSIS training opportunities

- Dec. 7-8 – Interchange@Kentucky **2017,** Marriott Louisville Downtown, 280 West Jefferson Street, Louisville
- Jan. 10 – 2017-18 mid-year KSIS training, KDE Media Portal webcast and on-site at the KDE State Board Room (514), 300 Sower Blvd., Frankfort

IMS sunset training resources (See the IMS News You Can Use section of this newsletter for detailed information.)

Exporting Items from the IMS | Webcast
GradeCam Integration Options | Webcast

For more information, training resources and online registration links, go to the KSIS Training webpage.

Protect student information - stop and think before you click Send

Email is a convenient way to communicate with KDE staff when requesting assistance to troubleshoot data issues. However, prior to sending an assistance request by email, always evaluate and eliminate the risk associated with sending student information. Don't include more information than is necessary; in most cases, a student SSID is enough information for KDE staff to provide assistance. Student SSID, name and date of birth should never be included in the same email.

Always double check any attachment, or snapshot/screenshot or picture of a report/form, etc. for personally identifiable information, and double check the email address to make sure you are sending the request to the intended recipient.

KEES reporting logic – ACT and SAT calculations

The Campus.1745 release contains updated logic to prevent "mock" or unofficial ACT or SAT assessment results from appearing on the KEES Report. Documentation on Campus Community outlines ACT and SAT score calculations for KEES reporting

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Fall STUDENT© Voice survey reporting window ends Dec. 22

The fall reporting window for districts using the STUDENT© Voice survey in Infinite Campus will close Dec. 22. In mid-January, KDE will load the fall window survey results into the Educator Development Suite (EDS). The Spring reporting window will open Dec 23 and close March 2. The last day to administer the STUDENT© Voice survey in Infinite Campus is March 2. KDE will load all results for surveys ending after Dec. 22 into EDS in March 2018.

Immediately following the close of a scheduled survey, detailed results are available through Infinite Campus in the Student Voice – Teacher Results report.

Reminders for districts using the STUDENT© Voice survey in Infinite Campus

To effectively administer the STUDENT© Voice survey, prior to the survey window districts should:
- access appropriate documents on the Student Surveys webpage including the STUDENT© Voice - Infinite Campus Implementation Guide, sample letters and frequently asked questions, and
- verify educator participation and survey type using the Student Voice - Projected Counts Report in Infinite Campus.

During the survey window, districts should:
- review educators and students participating and monitor progress of students completing surveys using the Student Voice - Educator with List of Students and Student Voice - Progress Monitoring reports in Infinite Campus.

The Kentucky Department of Education provides the STUDENT© Voice survey through Infinite Campus to address the following constructs: Support, Transparency, Understanding, Discipline, Engagement, Nurture, and Trust.

Preschool fall enrollment count

Districts have until close of business on Dec. 8 to finalize preschool data for the fall enrollment count. On Dec. 11, the KDE will generate the enrollment count from Infinite Campus on behalf of all districts. Preschool coordinators must confirm the enrollment count through a verification survey administered via Survey Monkey. The survey link will be emailed to coordinators.

The average of the fall and spring enrollment counts determines funding for the following school year. The count includes "at risk" four-year-olds (up to 160 percent of poverty) and three- and four-year-olds with disabilities (students with an active and locked IEP). These students must be actively enrolled in grades 99, 98 or 97 on or before Dec. 1.

To verify data accuracy, generate and review the Pre-school Enrollment Count report in Infinite Campus (path:

KY State Reporting > Preschool Enrollment Count). The Summary report type displays the total number of students by category for each school, while the Detail report type displays student-level data for each enrollment.

When reviewing the Detail report, verify the following are true:
- no student displays "0" in all columns
- all eligible students are included
- students who are both "at risk" and have a disability only display a "1" in the disability column

If you have questions regarding the fall preschool enrollment count, please contact staff in the School Readiness Branch by phone at (502) 564-7056 – Andrea Bartholomew, ext. 4722 or email, and Annie Rooney-French, ext. 4736 or email.

Recording a behavior resolution for placement in interim alternative educational setting (IAES)

Beginning in SY 2017-18, for any behavior incident that results in placement of a special education student into an interim alternative educational setting (IAES), school personnel must record the appropriate resolution in Infinite Campus via the Behavior Management tool.

KDE will no longer accept IAES data via an Excel spreadsheet.

School personnel or a hearing officer may only assign an

IAES resolution if the incident involves a dangerous weapon, drug offense or serious bodily injury.

For detailed guidance, reference the Interim Alternative Educational Setting (IAES) Definition and Guidance for Data Entry in Infinite Campus document and the 2017-18 Behavior (Safe Schools) Data Standards available on KDE's website.

Direct questions or concerns to Amy Patterson by email.

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Course code project provides path toward equitable access

In January 2017 under the direction of Commissioner Stephen Pruitt, the Office of Teaching and Learning (OTL) initiated a course code project to ensure Kentucky is providing equitable opportunity and access to research-based student experiences that impact student success.

Project outcomes
- alignment of Kentucky Academic Standards to courses
- updated course codes and descriptions
- searchable course codes database and Kentucky Academic Standards (under development)

Next Steps
District and school leadership should begin planning for the release of this information by:
- assigning Chief Academic Officers to work with principals to prepare for course code rollout,
- creating a process and a timeline for communication and scheduling,
- assigning an Infinite Campus course setup lead at each school, and
- assigning course code clean-up in Campus throughout the year prior to the KDE clean-up window.

Timeline

The following dates will assist districts and schools in planning for and implementing the changes resulting from the course code project:
- Nov. 1, 2017 – Commissioner Pruitt and Associate Commissioner Amanda Ellis addressed superintendents across the state. Webcast available on the KDE Media Portal.
- Nov. 9, 2017 – District Assessment Coordinator monthly webinar featured the scope of the course code project.
- Nov. 9, 2017 – OTL released two resource webinars via the KDE Media Portal. The first offered information to principals and the second is a resource to be used by principals to introduce teachers and staff to the upcoming changes.
- Jan. 10, 2018 – KSIS beginning-of-year training will include a session to be presented by KDE's course code leads for master schedulers and technical staff.
- Jan. 15, 2018 – Course code documents, webinars and standards alignment documents will be released to districts for 2018-19 planning and implementation
- March/April 2018 – KSIS User Group training (follow up)

IDEA Dec. 1 Child Count

The IDEA Dec. 1 Child Count is due to the KDE by Dec. 15. This report is in the Infinite Campus index under KY State Reporting and includes all students with active IEPs and enrollments as of Dec. 1, 2017.

To ensure data quality for the child count, please verify the following:
- KY Evaluation/Eligibility Determination
  - o Date of Eligibility Determination and Primary Disability (located in the Eligibility Determination editor) document is locked
- KY IEP
  - o Primary disability, Special Ed status, and Special Ed setting (located in the Enrollment Status editor)
  - o IEP is locked

Refer to the IDEA December 1 Child Count Procedures for detailed instructions.

The KDE is aware of two issues currently affecting special education documents and the IDEA Dec. 1 Child Count Error report:
- Students do not appear in the error report when the student has both an IEP and re-evaluation due prior to 12/01/2017.
  - o Campus is working to resolve this issue. In the meantime, these students can be located using the Caseload Summary report and the students should appear in the child count report once re-evaluations and IEPs have been completed and locked.
- Students appear in the error report if their IEPs expire prior to 12/01/2017 but have transferred to regular education.
  - o The KDE is continuing to work with Campus to resolve this issue but it is unlikely to be resolved before the child count report is due. As a workaround, unlock the IEPs of affected students and change the Special Ed Status to Inactive. This will need to be done for any affected IEPs with 2017 end dates.

If you have problems or questions, contact Amy Patterson by email. Be sure to only include the student's state student identification number (SSID). Sharing only the SSID will allow the KDE to locate the specific student's data and protect the student's privacy during the support process.

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ESSA news

Watch for this monthly update on new and updated data collections required by the Every Student Succeeds Act (ESSA) and Kentucky's new accountability system.

2018-19 student schedules

- Districts should delay any scheduling for 2018-19 until the release of updated state course codes in January.
- Elementary and middle schools will be required to schedule students to accurately reflect the time and frequency specific courses are taught to measure

opportunity and access in rich curriculum for all students. Scheduling sessions at the Dec. 7-8 Interchange@Kentucky 2017 in Louisville will include guidance; additional future training opportunities will be provided.

Chronic Absenteeism is an Opportunity and Access measure and can be viewed at the school or district level by using the Chronic Absenteeism report located at KY State Reporting > KDE Reports > Chronic Absenteeism.

Data Calendar list

For awareness purposes, the monthly Data Calendar list includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure that data is verified and available prior to the KDE due date.

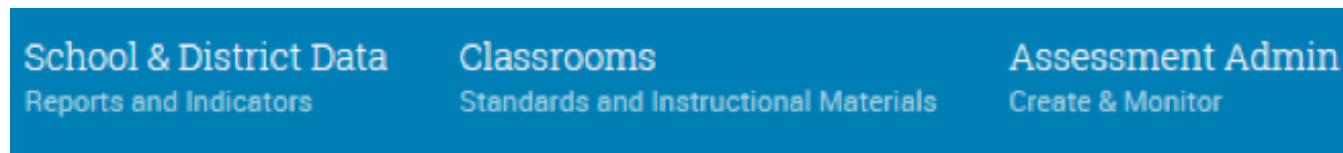| Due to KDE	Report	KDE Contact
12/15	Exceptional Child Count by Disability	amy.patterson@education.ky.gov
12/15	Exceptional Child Personnel data	amy.patterson@education.ky.gov
12/15	Individuals with Disabilities Education Act (IDEA)- B Child Count	amy.patterson@education.ky.gov
2/1	Transition Data	kiley.whitaker@education.ky.gov
2/20	Growth Factor (January)	ronda.devine@education.ky.gov
2/28	Local Educator Assignment Data (LEAD) Spring	cghord@ky.gov

IMS News You Can Use *starts on Page 6*

IMS News You Can Use

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development Suite (EDS) data quality. IMS & EDS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.
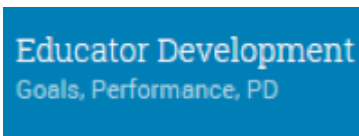
Instructional Management System sunset

Access to the Instructional Management System (IMS) will end after Dec. 31, 2017. The IMS is comprised of the School & District Data, Classrooms, and Assessment Admin modules, as shown in the image of the IMS/EDS navigation bar below.

School & District Data	Classrooms	Assessment Admin
Reports and Indicators	Standards and Instructional Materials	Create & Monitor

Approximately 70 percent of school districts completed the Sept. 24 IMS survey which asked about current and future district use of the IMS. Based on the survey results and usage reports, KDE is negotiating with Pearson to pay for eight districts' continued access to the IMS until June 30, 2018. All other districts will lose access to the IMS at the end of December 2017. A district-pay option will be made available to all districts that choose to use the IMS after June 30, 2018.

The Educator Development Suite (EDS) module shown in the IMS/EDS navigation bar below will continue to be available to all districts until June 30, 2018; after this date, the EDS will sunset.

Educator Development
Goals, Performance, PD

Export IMS items

Other than the eight districts that will maintain IMS access until June 30, 2018, any district that wants to retain its reports, instructional materials or assessments from the IMS will need to download or export those items by December 31, 2017.

After December, district access to the items will be disabled.

For more information, refer to the Exporting Items from the IMS document and Exporting Items from the IMS webcast located on the KDE CIITS Training webpage..

KDE will provide details on exporting items from EDS at a later date.

GradeCam integration with Infinite Campus

Approximately 45 percent of districts use GradeCam integration with the IMS for roster synchronization and/or assessment administration and scoring. IMS integration with GradeCam will end after Dec. 31, 2017 for all but the eight districts that will maintain IMS access until June 30, 2018.

GradeCam can accept data directly from Infinite Campus. Districts can export data from Infinite Campus using ad-hoc reports and can manually or automatically upload the data to the GradeCam website. Options for districts include:

- The third-party product Clever can be used to manage the transfer of data from Infinite Campus to GradeCam. Clever can synchronize the data every two hours when integrated with the Infinite Campus OneRoster API.
- After GradeCam provides a district with a sync script, the district can sync Infinite Campus data directly with GradeCam. By running ad-hoc reports in Campus, the script will automatically upload files to GradeCam. When a district wants to refresh the file(s) that are to be uploaded to GradeCam, the district would need to manually run the ad-hoc reports.
- Districts also may utilize the Campus Data Extract Utility (DEU) to directly sync data with GradeCam. Instead of manually running the Campus ad-hoc reports, set the DEU to automatically run the reports on a district determined schedule. This allows the GradeCam sync script to transmit the file(s) output by the DEU to GradeCam.

For more information, refer to the GradeCam Integration Options presentation and GradeCam Integration Options webcast located on the KDE CIITS Training webpage.